

CALL FOR APPLICATIONS

Title of Service

Municipal Focal Person

Project Name

**BUILDING Energy Efficiency in
Nepal (BEEN)**

Funding Agency

**European Union under SWITCH-
Asia Programme**

Applications Calling Office

MinErgy Private Limited

Address

**Dakshinkali Chowk, Lagankhel-5,
Lalitpur**

Terms of Reference

- Position:** Municipal Focal Person
- Contract Type:** Intermittent on daily basis
- Duty station:** Selected Cluster
- Reports to:** Contact person assigned by the project

Company Description

MinErgy Pvt Ltd (MinErgy) is a Nepal based consulting firm in operation since 2008. MinErgy is dedicated to improving clean energy access and energy efficiency at households and industries. A team of enthusiastic, highly motivated and qualified professionals in technical and social dimensions in MinErgy have been providing its services in Nepal and across various countries in Asia and Africa.

About the Project

The **BEEN Project** is a four-year project, running from March 2022 to February 2026 funded by the European Union under its SWITCH-Asia Programme. Universität Innsbruck (UIBK), Austria, in partnership with MinErgy Pvt Ltd (MinErgy), Nepal, Greentech Knowledge Solutions Pvt Ltd (GKSPL), India, and Asociación Española de Normalización (UNE), Spain, are jointly implementing this project with an objective to contribute to the development of low-carbon and resource-efficiency in the Nepalese building sector by integrating energy efficiency (EE) and renewable energy (RE) measures in design and construction of new buildings and in retrofitting of existing buildings. The Project will be implemented in 60 local government units (herein after referred as municipalities) covering four bio-climatic zones across the Bagmati, Lumbini and Gandaki provinces.

Job Summary

The Municipal Focal Person will be responsible to coordinate with local government units and ensure smooth implementation of project interventions within the respective municipality.

Proposed Clusters

A. Bagmati Province

Cluster No	LG Name	District
1	Lalitpur Metropolitan	Lalitpur
	Kathmandu Metropolitan City	Kathmandu
2	Bhaktapur Municipality	Bhaktapur
	Changunarayan Municipality	Bhaktapur
	Madhyapur Thimi Municipality	Bhaktapur
3	Bharatpur Metropolitan City	Chitwan
	Ratnanagar Municipality	Chitwan

Cluster No	LG Name	District
4	Hetauda Sub Metropolitan City	Makwanpur
	Manahari Rural Municipality	Makwanpur
5	Bidur Municipality	Nuwakot
	Gosainkunda Rural Municipality	Rasuwa
	Galchi Rural Municipality	Dhading
6	Kalamamai Municipality	Sindhuli
7	Manthali Municipality	Ramechhap
	Bhimeshwor Municipality	Dolakha
8	Barhabise Municipality	Sindhupalchowk
9	Banepa Municipality	Kavrepalanchowk
	Dhulikhel Municipality	Kavrepalanchowk

B. Gandaki Province

Cluster No	LG Name	District
10	Gaidakot Municipality	Nawalparasi East
	Devchuli Municipality	Nawalparasi East
	Kawasoti Municipality	Nawalparasi East
11	Chame Rural Municipality	Manang

C. Lumbini Province

Cluster No	LG Name	District
12	Thakurbaba Municipality	Bardiya
	Duduwa Rural Municipality	Banke
	Kohalpur Municipality	Banke
	Nepalgunj Sub-Metropolitan	Banke
13	Resunga Municipality	Gulmi
	Sandhikarkha Municipality	Arghakhachi
14	Rolpa Municipality	Rolpa
	Swargadwari Municipality	Pyuthan
15	Bhume Rural Municipality	Rukum East

Responsibilities

- Act as a liaison between BEEN Project and respective municipality
- Support in mapping of policy provisions in the respective municipalities in relation to the building construction and building permit system
- Support in collecting necessary information/data required for BEEN project
- Assist in organizing events (workshop, training, meetings etc) at local level
- Assist in implementing project interventions within the municipality
- Assist in identifying potential partners, collaborators, stakeholders and beneficiaries
- Coordinate with different stakeholders as required for BEEN project
- Update BEEN about the progress and submit reports/documents as required

Requirement

- Diploma/Bachelor in engineering/architecture or equivalent degree
- At least 3 years of experience in the relevant field, particularly working with municipalities for applicants with Diploma in Engineering.
- At least 2 years of experience in the relevant field, particularly working with municipalities for applicants with Bachelor's in Engineering/Architecture

Desirables

- Qualified female candidates and candidates from ethnic minorities, socially excluded and disadvantaged groups are encouraged to apply and preferred
- Candidates need to be currently stationed in any one of the proposed clustered municipality.

Expected days of input

An input of 14 - 24 days per municipality is expected over a period of two and half years. The inputs days will vary according to the experience level of the candidate.

Fee

- Applicants are requested to quote a daily rate which includes their daily fee, local transportation within the proposed cluster and communication costs.
- Applicants must be stationed in one of the municipalities from the proposed cluster.
- The daily rate quoted by applicants should be realistic, competitive and commensurate to their experience.
- Tax as applicable will be deducted from the daily rate while making payments.

Method of Submission

- Interested applicants are requested to submit the following documents to info@beenproject.org by 26th November 2023 with the title "*Application for Municipal Focal Person*"
 - A cover letter indicating
 - a. The cluster the applicant proposes to work in. Please indicate the cluster number.
 - b. The daily rate
 - CV (not more than 3 pages)
 - PAN certificate
- Candidates who have already applied in the previous call are being reviewed and do not need to re-apply.